

**Interview Questions for GS-14, Committee Management Specialist**

(b) (5)

- 1. Describe your knowledge of the Federal Advisory Committee Act (FACA), and its governing laws, regulations, and/or policies at the Federal and agency level. In your response:**
  - a. provide examples that demonstrate your understanding of the requirements of the statute and its governing laws, regulations, and/or policies at the Federal and agency level.**
  - b. Describe how these other laws impact the implementation of FACA. c. Describe your experience implementing and/or overseeing committees.**

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Rating factors:

Level 1 = Describes the statute, Final Rule, and GSA Order for implementing FACA at GSA.

Level 2 = Level 1 + provides examples of key requirements in the statute, Final Rule, and GSA Order.

Level 3 = Level 2 + describes other governing laws, regulations and/or policies that impact implementation of FACA at the Federal and agency level, such as ethics, recordkeeping, Unfunded Mandates Reform Act (UMRA), FOIA, etc.

Level 4 = Level 3 + demonstrates a demonstrable understanding of how other governing laws, regulations, and/or policies impact the implementation of FACA at the Federal and/or agency level.

2. Describe your ability to develop policies, guidelines, and procedures for Federal Advisory Committee Act program administration. Include in your response (1) specific examples; (2) your specific role; and (3) examples of your understanding of policies, guidelines, and procedures that have been developed for the FACA program.

(b) (5)

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Rating factors:

Level 1 = Candidate provides examples of their ability to develop policies, guidelines, and procedures and can relate them to FACA program administration.

Level 2 = Level 1 + candidate conveys a technical understanding of what policies, guidelines, and procedures are required to administer a FACA program.

Level 3 = Level 2 + candidate conveys technical understanding of existing policies, guidelines, and procedures in existence for FACA, such as charter guidance, membership balance plan guidance, etc.

3. Describe your experience explaining technical or other complex information with respect to the Federal Advisory Committee Act to a wide variety of individuals. Include in your response a description of the scenario(s), the individuals involved, your role (what you did), and what information was conveyed.
  - a. If you don't have experience, explain the approach you would use.

(b) (5)

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Rating factors:

Level 1 = The candidate clearly articulates the technical nature of the FACA issue(s) and their role in explaining this/these issues to others. Candidate describes a complete process for how they would prepare and explain complex information to others.

Level 2 = Level 1 + demonstrates their ability to conduct the necessary research that formed the basis of the information communicated, and includes reference to the FACA statute, Final Rule, the GSA Order, governing authorities (such as an EO or statute requiring a committee) and related policies, guidelines, or procedures as applicable + preparation includes researching relevant sources and investigating the underlying issues. Level 3 = Level 2 + describes collaboration with others, such as senior agency officials, FACA attorneys, etc. + candidate conveys a logical sequence and progression for preparing and then explaining the technically complex information.

Level 4 = Level 3+ demonstrates the ability to work independently in solving technical FACA issues and engage with multiple stakeholders on those issues.

**Job Analysis Worksheet Major Task/Duties**

**Major Task/Duties #1 (60% of time; priority = high):** Serves as a senior desk officer for multiple agencies with responsibility for the review of and concurrence on new advisory committees, as well as the renewal and termination of existing advisory committees, consistent with legal requirements and Administration policies.

**Major Task/Duties #2 (15% of time; priority = high).** Organizes and facilitates meetings with key customers on Secretariat policies, regulations, performance measures and standards, and technical matters, as needed. Researches and produces Secretariat policies, related guidelines, handbooks, brochures, guidance documents, or other material to increase effective implementation of the Federal Advisory Committee Act government wide.

**Major Task/Duties #3 (15% of time; priority = high):** Communicates specialized support (i.e., FACA technical information, Secretariat policies, guidance, and best practices) related to the Secretariat's oversight of federal advisory committees, as well as key input for policy development, to the Secretariat Director, staff, and interagency partners involved in implementing government-wide policy under FACA.

**Major Task/Duties #4 (5% of time; priority = medium):** Leads studies, as needed, to ensure Secretariat guidance, policies, regulations, and performance measures and standards are being met.

**Major Task/Duties #5 (5% of time; priority = medium):** Participates in the Secretariat's government wide Federal Advisory Committee Act training program.

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a. provide examples that demonstrate your understanding of the requirements of the statute and its governing laws, regulations, and/or policies at the Federal and agency level. (b) (5)

b. Describe how these other laws impact the implementation of FACA.

(b) (5)

c. Describe your experience implementing and/or overseeing committees. (b) (5)

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2. Describe your ability to develop policies, guidelines, and procedures for Federal Advisory Committee Act program administration. Include in your response : 3. (1) specific examples;

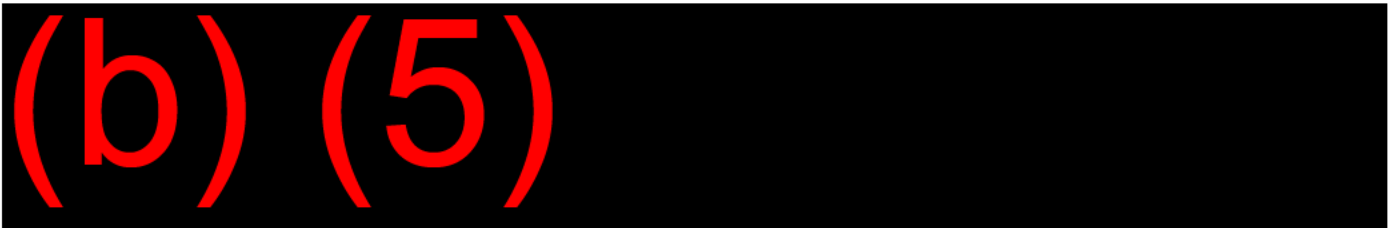
4. (b) (5)



5. (2) your specific role; and

6. (3) examples of your understanding of policies, guidelines, and procedures that have been developed for the FACA program.

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4. Describe your experience explaining technical or other complex information with respect to the Federal Advisory Committee Act to a wide variety of individuals. Include in your response a description of the scenario(s), the individuals involved, your role (what you did), and what information was conveyed.

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**1. Why do you want this position?**

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**c. Describe how these other laws impact the implementation of FACA. Describe your experience implementing and/or overseeing committees. (b) (5)**

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